

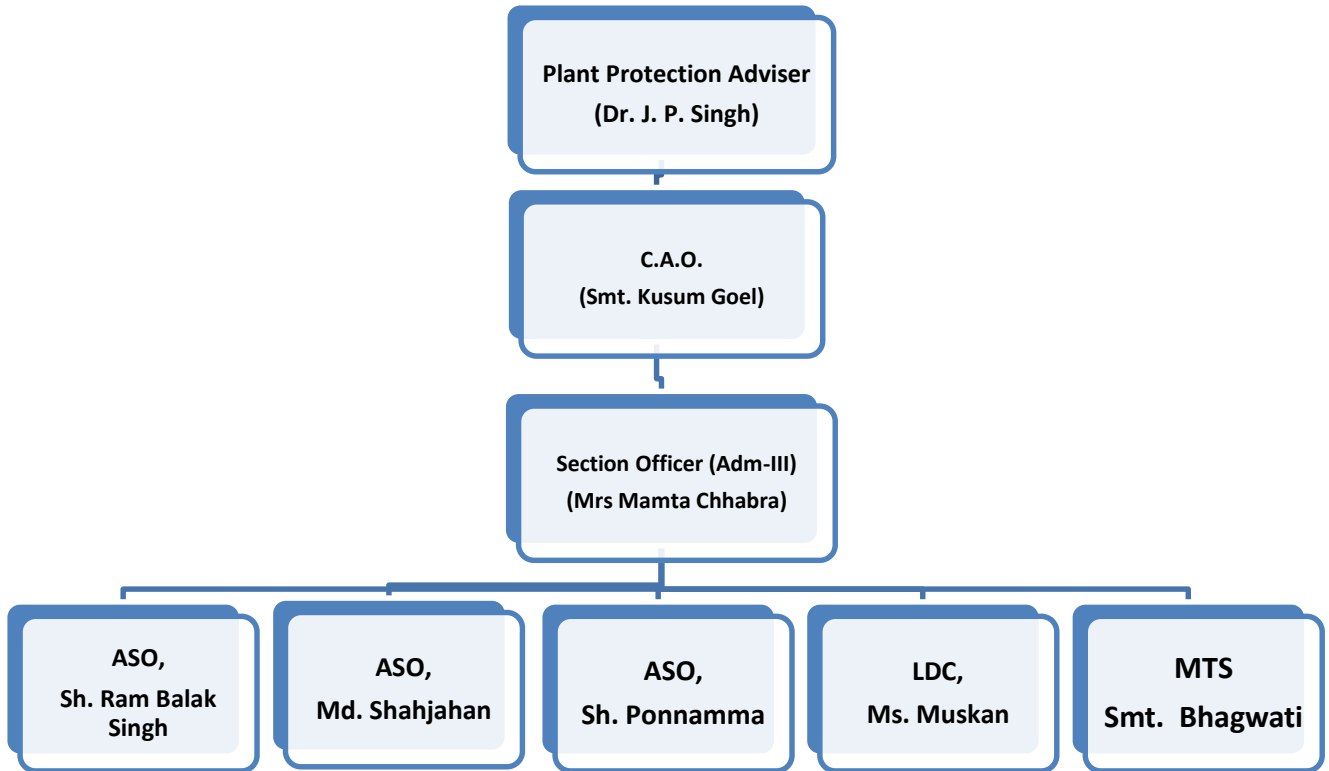


Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture & Farmers Welfare
Directorate of Plant Protection, Quarantine & Storage
NH-IV, Faridabad (Haryana)–121001

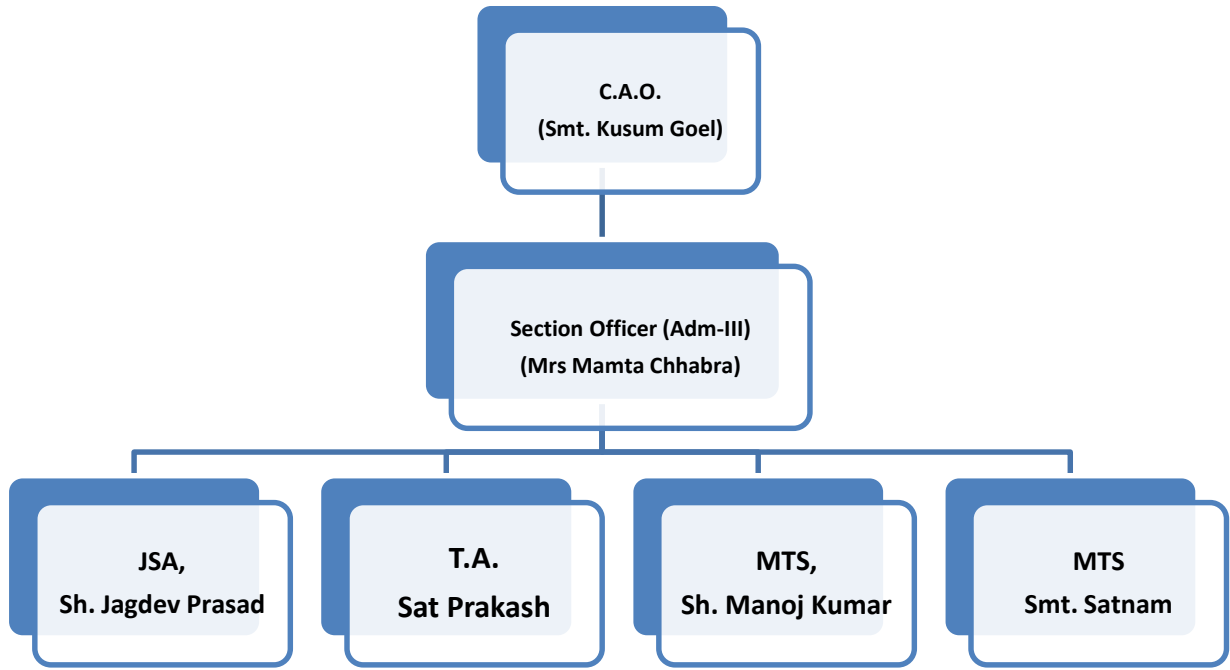
READY
RECKONER

Administration –III
DPPQ&S, FARIDABAD

ORGANISATION CHART OF ADMINISTRATION - III



ORGANISATION CHART OF ADMINISTRATION – III (Dispatch Unit)



Contact Details of Officers/ Officials in the ADMN- III Section & Dispatch

| Sl.No. | Name & Designation | Contact No. | Address |
|---------------|-------------------------------|--------------------|--|
| 1. | Smt. Mamta Chhabra, S O | 0129-2476312 | Admn.- III, DPPQ&S, Faridabad |
| 2. | Sh. Ram Balak Singh, ASO | 0129-2476312 | Admn.- III, DPPQ&S, Faridabad |
| 3. | Sh. Md. Shahjahan, ASO | 0129-2476312 | Admn.- III, DPPQ&S, Faridabad |
| 4. | Smt. Ponnamma Prasad, ASO | 0129-2476312 | Admn.- III, DPPQ&S, Faridabad |
| 5. | Ms. Muskan, LDC | 0129-2476312 | Admn.- III, DPPQ&S, Faridabad |
| 6. | Smt. Bhagwati, MTS | 0129-2476312 | Admn.- III, DPPQ&S, Faridabad |
| 7. | Sh. Jagdev Prasad, JSA | 0129-2476312 | Admn.- III, DPPQ&S, Faridabad (Dispatch) |
| 8. | Sh. Manoj Kumar, MTS | 0129-2476312 | Admn.- III, DPPQ&S, Faridabad (Dispatch) |
| 9. | Sh. Sat Prakash, T.A. | 0129-2476312 | Admn.- III, DPPQ&S, Faridabad (Dispatch) |
| 10. | Sh. Satnam Singh, MTS | 0129-2476312 | Admn.- III, DPPQ&S, Faridabad (Dispatch) |

Work allocated to Administration – III Section

The following works have been allocated to Administration III Section :-

1. Establishment / admin matters of the Section :-
 - I) Various service / personal matters in respect of CSS/CSCS/ CSSS Cadres, Group “B” (Non-gazetted) and “C” **ministerial staff and Sub-Office cadre** staff i.e. **GCS** Asst./UDC/LDC/ Steno/Library clerks etc./ Hindi translators/MTS/ DCM/Wireless Supervisor/Artist-cum-photographer/Mechanic(Electrical)/Wireless Operator /Mechanic(Electricity-cum—Laboratory Equipment)/Lab Technician/Sr. Gestetner Operator/G.O. & Fumigation Operator etc.
 - II) Appointment /confirmation / Promotion /MACPs /transfers /postings / seniority lists / pay fixations.
 - III) RTIs / retirement /Pension cases / Increment /Disciplinary Cases
 - IV) Grant of NOCs, Experience certificate, Service verifications / Medical Permission
 - V) Leave & LTC, Report & Return on administrative matters etc.
 - VI) Maintenance of Service Books and related official records.
 - VII) Recruitment Rules (RRs) / Amendment /Cadre re-structuring etc.
 - VIII) Court cases related to Seniority /Service matters.
 - IX) Transfer /posting proposals, transfer policy, incumbency / history sheets of postings etc.
 - X) Processing of various requests / representations/ VIP references etc.
 - XI) Examination of cases in consultation with DA &FW & other related Nodal Authorities
 - XII) Matters related to cash handling allowance.
 - XIII) Maintaining data on filling up /vacant posts / follow up of proposals.
 - XIV) Vacancies Monitoring Modules- Updation of details on e-Samiksha
2. Any other work assigned from time to time by CAO / PPA

Work distribution among dealing hands in (Adm. III Section)

SO (Admn.- III) Smt. Mamta Chhabra

1. Section officer is responsible for discharging supervisory duties in consultation with higher authorities. She will ensure overall control supervision and discharge of assigned work of the section in an efficient manner. She will participate and ensure that all the cases are timely examined in accordance with various Govt. of India rules and guidelines.
2. Processing of Court Cases on various service related issues/monitoring and advice in consultation with concerned Ministry/organization, filling of reply/comments if the Ministry and taking appropriate follow up action.
3. She will ensure to maintain of peace and discipline by all the staff members.
4. Any other work of importance assigned by the higher authorities
5. On line submission / updation of the reports of Court Cases in LIMBS Portal in respect of Court Cases related to Admn.- III
6. Data Preparation from all Administration Sections of this Directorate for e-samiksha report.

Sh. Ram Balak Singh, ASO

1. Cadre and Service matters in respect of MTS (Hqrs & Sub-office) on the strength of Dte.
2. Various service /personal matters such as appointment / confirmation / promotion / MACP / retirement / pension / increment/pay fixation / public grievance / disciplinary / service verification / various NOC / experience certificates etc
3. Framing /Revision of Recruitment Rules of MTS Gr. C (GCS) & Hqrs., Faridabad.
4. Submission of requisition for MTS vacancies to SSC through DAC&FW and correspondence related to it.
5. RTI /VIP/ Public grievance Portal in r/o the employees dealt by him.
6. Preparation and maintenance of seniority lists/incumbency lists of MTSs cadre.
7. Transfer / posting proposals, preparation of history sheets/data base of MTS
8. Maintenance of posting /transfer of staff as per rotational policy/submission of cases of transfer request before Transfer Committee Meeting of all posts being looked after by her.
9. Review of cases under Rule 56 (j)
10. Monitoring/Dealing/pursuing court cases of MTSs with DA&FW/Law Ministry.
11. Maintenance of leave account/posting /transfer of staff as per rotational policy/submission of cases of transfer request before Transfer Committee Meeting for Group C Staff.
12. Preparation of Pay Increment Certificates for all the posts dealt by him.
13. Any other work of importance assigned by the higher authority

Smt. Ponnamma Prasad, ASO

1. Cadre and Service matters in respect of Gr. B (Non-gazetted) & C (GCS Cadre) Ministerial staff of sub-office cadre of PPQS i.e. Assistant/UDC/LDC/Steno-Grade-I, Grade- II/Hindi Translator/Library Information Assistant/Library Clerk/ Care Taker (Insecticides) & Office Supervisor etc.
2. Various service matters like appointment/confirmation/promotion/increment/various NOC / experience certificates / service certification /pay fixation / MACP / retirement.

3. Maintenance of establishment / reservation roster of all posts being looked after by her.
4. Forwarding of applications /monitoring and maintenance of service books and related official records.
5. Submission of requisition for DR vacancies to SSC through DAC&FW and other modes of sources as per R/Rs for filling up the vacancies for all posts being looked after by her.
6. Transfer / posting proposals, preparation of history sheets/data base of Assistant/UDC/LDC/Steno-Grade-I, Grade- II/Junior Translator/Library Information Assistant/Library Clerk/ Care Taker (Insecticide) etc.
7. Maintenance of leave account/posting /transfer of staff as per rotational policy/submission of cases of transfer request before Transfer Committee Meeting for Group C Staff.
8. Monitoring/Dealing/pursuing court cases of Gr.- B (Non-gazetted) & C employees with DA&FW/Law Ministry being handled by her .
9. Framing /Revision of Recruitment Rules of Gr.- B (Non-gazetted) & C employees of sub-office cadres dealt by her.
10. Preparation of Pay Increment Certificates for all the posts dealt by her.
11. Preparation/maintenance of yearly seniority lists of all posts being looked after by her.
12. Any other work of importance delegated by the higher authority.

Sh. Md. Shahjahan, ASO

1. Cadres Service matter of CSS-ASO/CSCS-SSA/JSA)/CSSS-PA/Steno-D) /CSOLS-Sr./Jr. Translation Officer, Group – B ,Non-gazetted) officers/officials.
2. Pay fixation cases for the posts dealt by him.
3. Preparation of Pay Increment Certificates for all the posts dealt by him.
4. Examination of different cases in consultation with DA&FW and other related Nodal Authorities.
5. Various service/personal matters of officers such as appointment/confirmation/ MACP/pension/retirement/increment/disciplinary/public grievances/various NOCs through DA&FW/experience certificates/service verifications/CCL/EOL etc for the posts dealt by him.
6. RTI /VIP/ Public grievance Portal in r/o the employees dealt by him & Quarterly/Half yearly/Annual report of RTI for the posts dealt by him.
7. Forwarding of representation/applications to DAC&FW / maintenance of service books.
8. Various periodical / quarterly reports/ half yearly reports and returns of ex-serviceman/SC/ST/OBC/PWD/EWS etc. and Maintenance/submission of reports Public grievance Portal.
9. Cases regarding cash handling allowances and Care Taking Allowance in r/o Sub-offices & Headquarter.
10. Monitoring/Dealing/pursuing court cases of Gr.- B (Non-gazetted) & C employees with DA&FW/Law Ministry being handled by him.
11. Preparation of answers for Parliament Questions related to the post dealt by him.
12. Preparation of Hindi quarterly reports
13. Compassionate Appointment for Group- C employees.
14. Any other work of importance assigned by the higher authority.

Ms. Muskan, LDC

Note:- being newly recruited, she deals the following with the help of S.O. & Sr. Dealing Assistants.

1. Cadre and Service matters in respect of Gr. C (Non-gazetted/Technical) (GCS Cadre) Non-Ministerial staff of sub-office cadre of PPQS i.e. DCM/Wireless Supervisor/Artist cum-photographer/Mechanic(Electrical)/Wireless Operator /Mechanic (Electricity-cum—Laboratory Equipment) /Lab Technician/Sr. Gestetner Operator /G.O. & Fumigation Operator etc.
2. Maintenance of establishment / reservation roster of all posts being looked after by her.
3. Forwarding of applications /monitoring and maintenance of service books and related official records including participation in weeding out drive.
4. Submission of requisition for DR vacancies to SSC through DAC&FW and other modes of sources as per R/Rs for filling up the vacancies of all posts being looked after by her.
5. Incumbency lists/Transfer / posting proposals, preparation of history sheets/data base of all posts being looked after by her.
6. Maintenance of posting /transfer of staff as per rotational policy/submission of cases of transfer request before Transfer Committee Meeting of all posts being looked after by her.
7. Framing /Revision of Recruitment Rules of all posts being looked after by her.
8. E-samiksha report for all posts dealt in Admn.- III.
9. Preparation of Pay Increment Certificates for all the posts dealt by her.
10. Leave sanction Orders/ Maintenance of CL & pursue with I.T. Cell for BAS Reports.
11. Preparation/maintenance of yearly seniority lists of all posts being looked after by her.
12. Any other work of importance delegated by the higher authority.

Smt. Bhagwati, MTS

1. Carrying of Section files to officers.
2. Distribution of Daks of Admn.- III to other Division/Section/Cell
3. Photocopying of Papers
4. Sealing of letter covers of the section.
5. Stationery related matters.
6. Any other work assigned by the Section Officer.

Dispatch Unit of Dte. of PPO&S Hqrs

Shri Jagdev Prasad, JSA

1. Looking after the work related to Central diary. Receiving and diarizing and distribution of all dak thus received on daily basis to all Officers/sections/ Divisions in all buildings at Hqrs.
2. Work related to Operating of franking machine.
3. Helping at dispatch desk in preparation of envelops for Dak received from all officers/units/sections/divisions, sealing them and their dispatch to respective stations etc and Taking Dak to Post Office .
4. Stationery related matters related to Dispatch Unit.
5. Maintenance of CL records of officials and staff of Adm III section.
6. Diarizing & Movement of receipts and their distribution amongst to officials of Adm III section.
7. Work related to get timely financial approval of competent authority for filling up postage stamps via franking machine and submission of Draft in Post Office and its pursuance.
8. Maintenance of file register /file movement register/ diary register/ Office Order folder/ sanction folder/peon book etc.
9. Helping in maintenance of Almirahs with service books/files of the section.
10. Photo copying of important papers.
11. Any other work assigned by the section Officer.

Shri Manoj Kumar , MTS

1. Receiving of DAK from different divisions of Dte (Hqrs)
2. Preparation of envelops for Dak received and its sealing.
3. Operating franking machine for stamping of Dak.
4. Timely dispatch of Dak to DA&FW/sub-offices/ other offices. Through Dispatch rider or Post Office.
5. Work related to maintenance of franking Machine.
6. Maintenance of Dak registers.
7. Depositing daily Dak in post office.
8. Any other work assigned by the section Officer.

Shri Sat Prakash, T.A.

1. Receiving of DAK from different divisions of Dte (Hqrs)
2. Preparation of envelops for Dak received and its sealing.
3. Maintain peon book and make entries in it for taking Dak to DA&FW daily
4. Second half of the day duty as Dispatch Rider to take Dak to Krishi Bhawan, New Delhi and bring Dak from there too.
5. Any other work assigned by the section Officer.

Sh. Satnam Singh, MTS – On unauthorized absent

1. Receiving of DAK from different divisions of Dte (Hqrs)
2. Preparation of envelopes for Dak received and its sealing.
3. Operating franking machine for stamping of Dak.
4. Timely dispatch of Dak to DA&FW/sub-offices/ other offices. Through Dispatch rider or Post Office.
5. Work related to maintenance of franking Machine.
6. Maintenance of Dak registers.
7. Depositing daily Dak in post office.
8. Any other work assigned by the section Officer.

Controlling officer(s) have authority to make such changes as considered necessary for disposal of pendency, leave of staff. However, following internal link officer system will function:-

| Sl. No. | Name of the official | 1st Link | 2nd Link |
|----------------|-----------------------------|----------------------------|----------------------------|
| 1. | Shri Md. Shahjahan, ASO | Shri Ram Balak Singh, ASO | Smt. Ponnamma Prasad, ASO |
| 2 | Smt. Ponnamma Prasad, ASO | Shri Md. Shahjahan, ASO | Shri Ram Balak Singh, ASO |
| 3. | Shri Ram Balak Singh, ASO | Shri Md. Shahjahan, ASO | Smt. Ponnamma Prasad, ASO |
| 4. | Ms. Muskan, LDC | Smt. Ponnamma Prasad, ASO | Shri Md. Shahjahan ASO |

Contact Details of Officers/ Officials in the ADMN- III Section & Dispatch

| Sl.No. | Name & Designation | Contact No. | Address |
|---------------|--|--------------------|--|
| 1. | Smt. Mamta Chhabra, Section Officer | 0129-2476312 | H. No- 148, Sector- 21B, Faridabad, Haryana- 121001 |
| 2. | Sh. Ram Balak Singh, ASO | 0129-2476312 | H. No- 3A/16, N.I.T., Faridabad, Haryana- 121001 |
| 3. | Sh. Md. Shahjahan, ASO | 0129-2476312 | H.No. 5/B/47, Ist Floor, NH-5, NIT, Faridabad-121001 |
| 4. | Smt. Ponnamma Prasad, ASO | 0129-2476312 | H. No.- 386, Sector-29, Faridabad, Haryana-121008 |
| 5. | Ms. Muskan, LDC | 0129-2476312 | H.No.- 134, Nehru Enclave, Alipur, Delhi-110036 |
| 6. | Sh. Jagdev Prasad, JSA | 0129-2476312 | Qtr. No.- 1583, Type-2, N.H.-IV, Faridabad.-121001 |
| 7. | Sh. Sat Prakash, T.A. | 0129-2476312 | Vill. Sadpura, PO- Tigaon, Distt- Faridabad-121101- Haryana |
| 8. | Sh. Satnam Singh, MTS | 0129-2476312 | Vill.- Sabli, PO+Distt.- Hapur, U.P. |
| 9. | Smt. Bhagwati, MTS | 0129-2476312 | H.No. 1795, Type-II,NH-4, Faridabad. |
| 10. | Sh. Manoj Kumar | 0129-2476312 | H.No.- 423, Sector-21, Faridabad- 121001- Haryana. |
